

COMSCINST 5350.2A	COG CODE N15	DATE 14 SEP 1989
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
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 WASHINGTON DC 20398-5540

COMSCINST 5350.2A
 N1
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COMSC INSTRUCTION 5350.2A

Subj: DRUG AND ALCOHOL ABUSE PROGRAM

Ref: (a) OPNAVINST 5350.4A
 (b) COMSCINST 5510.9B
 (c) COMSCINST 12792.1C

1. Purpose. To issue Drug and Alcohol Abuse Program policy, guidance, and information to all Military Sealift Command ships and activities.
2. Cancellation. COMSCINST 5350.2.
3. Background. Reference (a) provides a comprehensive substance abuse policy and consolidates all drug and alcohol policy guidance in a unified Navy Alcohol and Drug Abuse Program (NADAP) for military and civilian personnel.
4. Policy
 - a. The policies, procedures, and guidelines described in references (a), (b), and (c) will be strictly observed and fully supported at all levels of command.
 - b. The Commander, Military Sealift Command (COMSC) delegates unit sweep approval to Area Commanders. Further delegation of this authority is not authorized. Documentation of all urinalysis testing shall be maintained. COMSC shall be made an information addressee of each authorization/direction message. As directed in reference (a), unit sweep authorization shall be requested when sampling are than 200 persons of 20% of the unit.
 - c. Personnel assigned to the Personnel Reliability Program (PRP) occupy positions of critical importance to their ship and the security of the nation. Members assigned to the PRP program shall be disqualified from the program when identified as drug abusers or alcohol dependent. Guidelines concerning the COMSC PRP are contained in reference (b).

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d. Substance abuse by civilian employees is a threat to the mission of the command, particularly when the offending employee occupies a position with critical function responsibility. Reference (c) sets forth policies and guidance affecting the Civilian Employee Assistance Program (CEAP). Additionally, subsequently published policies and procedures covering civilian drug testing and CEAP will govern actions for civilian employees.

e. Reference (a), enclosure (4), describes essential elements of a urinalysis testing program. These include: specimen collection, control, transport and custody procedures. As described in paragraph 11, a positive laboratory report is a dependable indication that drugs are present in the urine. A cross-check should be made with appropriate medical and dental personnel to determine whether the member was using validly prescribed medications or if any other valid reason could explain the positive. The medical officer shall report to the member's commanding officer whenever there appears to be an authorized use of the identified drug.

5. Action

a. Commander, Military Sealift Command

(1) Appoint an Alcohol and Drug Control Officer (ADCO) to manage the command drug and alcohol intervention assets, advise on the promulgation of drug and alcohol policy and procedures, and have staff responsibility for maintaining quality assurance over all program elements under their cognizance. Submit the combined Drug and Alcohol Abuse Semi-Annual Report (DAASAR) in accordance with reference (a). The command ADCO also shall serve as the Headquarters ADCO.

(2) Appoint a CEAP Administrator to develop, coordinate, implement and evaluate the command-wide program for civilian personnel in accordance with reference (c). The command CEAP Administrator shall also serve as Headquarters CEAP Administrator and as such, provide guidance to Contact and Referral Counselors.

(3) Appoint top performing E-6 or above (E-5 requires a waiver; (see reference (a)) with two or more years remaining until Expiration Active Obligative Service (EAOS) and Project Rotation Date (PRD) as Drug and Alcohol Program Advisor (DAPA). DAPA is the command representative responsible to the Vice Commander for implementing the NADAP.

b. Area Commanders

- (1) Develop programs using this instruction and references (a), (b), and (c).
- (2) Appoint an officer to supervise and provide guidance to subordinate commands and serve as the Area Command ADCO.
- (3) Monitor and coordinate drug and alcohol abuse programs.
- (4) Appoint an E-6 or above (E-5 requires a waiver; (see reference (a)) with two or more years remaining until EAOS and PRD to serve as Area Command Headquarters DAPA.
- (5) Appoint a CEAP Administrator and Contact and Referral Counselor in accordance with reference (c).
- (6) Direct and/or authorize unit drug sweeps.
- (7) Submit a combined Drug and Alcohol Abuse Semi-Annual Report (DAASAR) for military personnel, to include subordinate commands, in the format specified in enclosure (13) of reference (a). This report is to be received by the COMSC ADCO not later than 5 April and 5 October of each year.
- (8) Submit a combined CEAP Semi-Annual Report of Counseling Activity to the servicing OCPM Regional Office with a copy to COMSC (N00E) as required by CPI 792.

c. Commanding Officers/Officers in Charge

- (1) Aggressively support program activities and take appropriate measures in cases of personnel involved in drug and alcohol abuse.
- (2) Appoint an appropriate number of military personnel as Drug and Alcohol Program Advisor (DAPA). The command DAPA duties are delineated in enclosure (2) of reference (a). The DAPA shall participate in area Monthly DAPA and CEAP Workshops and Quarterly DAPA meetings. An afloat unit DAPA will concern substance abuse problems in the port area. CEAP Administrators and civilian Contact and Referral Counselors are encouraged to participate in the DAPA meetings.
- (3) Conduct urinalysis testing when authorized or directed by the Area Commander.

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(4) Submit required Substance Abuse Reports in accordance with reference (a).

(5) Conduct education, training, and motivation classes.

6. Reports. The reporting requirement prescribed by this instruction is assigned RCS OPNAV 5350-2 (Drug and Alcohol Abuse Semi-Annual Report) and is effective for three years from date of this instruction.

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